

Spring Management Team Meeting  
Meeting Summary  
May 3, 2011 Montana State Prison, Deer Lodge, MT  
May 4, 2011 5 S. Last Chance Gulch, Helena, MT

**MAY 3RD**

Team members present: Mike Ferriter, Mike Mahoney, Rhonda Schaffer, Diana Koch, Jo Acton, Bob Anez, Cindy McKenzie, John Daugherty, Pam Bunke, Cathy Redfern, and Gayle Lambert

Team members absent: Steve Barry

Staff members present: Myrna Omholt-Mason and Curt Swenson

Guest present: Brent Doig

Mike Ferriter called the meeting to order at 1:30 p.m.

Out of state travel requests have to be signed by training and budget analyst before coming to the director's office for signature. All out of state travel requests are sent to the Governor's office for final approval. If a request is for more than one person to attend the same out of state training, detailed justification is needed explaining the request.

AFSD is updating the form used when a division is requesting a pay band increase for an employee. The new form will have a section where justification information is required explaining the rationale for the request.

The latest PEW report showed Montana and Oregon had the largest decline in recidivism.

Work comp premium negotiations will be starting in the near future. The safety committee did an outstanding job in holding costs down in the biennium.

Mr. Ferriter thanked the team for their efforts during the session. The department's population projection numbers were not challenged for accuracy nor was the credibility of the department questioned.

**General comments from the team:**

- It was recommended that misdemeanor P&P officers attend P&P Basic training. The statute will need to be changed during the 2014 legislative session.
- Montana Law Enforcement Academy does not allow non-profit staff to attend training sessions.
- Colorado manages sex offenders using a Sex Offender Management Board. If Montana follows this model, the statute would have to be changed during the 2014 legislative session.
- Negotiated union raises will not be forthcoming nor will staff be moved toward market based pay. All staff will less disposable income due to pay freeze and increased insurance premiums.
- It was recommended that Pine Hills and Riverside staff attend the PIB meetings. There is a marked increase of juveniles being adjudicated as adults.
- A graduate program will conduct an outcome study of the STEPS concept that was presented during the Management Development for the Future training.
- 20% of secure care staff does not have ready access to e-mail, therefore it's the supervisor's responsibility to communicate information.

- Bob Anez and Curt Swenson will conduct a communication webinar in May. The focus will be to gather thoughts/concerns from staff and share that information with the management team to help open lines of communication.

## **Population Management**

### John Daugherty

Mr. Daugherty reported the male prison population has had a slight decrease; county jail hold numbers are stable; female beds both in jail and prison are increasing; population projections are still at 1% of projections; juvenile population should be included in the daily population sheet for planning purposes.

## **Administrative Rule update**

### Diana Koch

A list of ten sets of administrative rules that need to be drafted, repealed, or amended was discussed. The team agreed the first priority should be amending the prerelease siting to clarify "specific geographic area" and timing of committee selection of area and public approval process. Ms. Koch will research if youth have to be included in 53-1-203(1)(a) which states the department shall adopt rules for the admission, custody, transfer, and release of persons in department programs except as otherwise provided by law.

## **Administrator's reports**

### Warden Mahoney

The two oldest buildings at MSP, Rothe Hall and E Unit, have been remodeled and are now ADA compliant and the most energy efficient buildings on campus.

The medical marijuana issue is becoming challenging relative to staff usage. Diana Koch will talk about the implications at next week's human resources bureau meeting.

Tracy Napier is the new security threat group correctional officer. There are ten certified gangs with 187 offenders validated as members.

START needs to use existing protocol in asking MSP to house seriously mentally ill offenders. Mental health assessments need to be done prior to the offender being transported to MSP.

Bureau of Justice Statistics has randomly selected MSP for a three-year follow up regarding data collection of inmate survey results relative to PREA.

### Cathy Redfern

Ms. Redfern said the team needs to define what the 20 "special needs" beds will encompass -will it be acute medical care or offenders with medical needs who could be placed in community corrections programs. The offender's crime and parole status has to be factored in relative to placement. The beds were budgeted at \$85.00 per day. Cindy Hiner will be key player as well as Jo Acton, Pam Bunke, Diana Koch, and Mike Ferriter in the special needs discussion.

### Jo Acton

MWP's garden project is being finalized. The land has been staked out, and both soil and fertilizer have been donated for the project.

Ms. Acton expressed frustration with parole board members placing new stipulations on offenders when the offenders are program complete.

Disability Rights of Montana has met with Ms. Acton relative to accommodating offenders' request to meet offender's medical needs.

Cindy McKenzie

IT staff from central office visited Pine Hills and were very helpful in developing new programs as well as updating the computer lab.

Pine's garden project is expanding by 30 additional acres. Fencing will be re-done and surplus produce will be given to the Miles City food bank. Mr. George Ihly, principal at Pine has resigned. AWARE has the contract for conducting psychological visits to Pine. Riverside visits may also be scheduled.

The Riverside campus will have two roofs replaced as well as the gym being re-shingled. Some disruption to daily routines can be expected during construction.

Federal grants targeting physical education, healthy lifestyles, and mental health have been awarded. Pine and Riverside will both benefit.

A mapping session dealing with criminally convicted youth will be scheduled the end of May.

John Daugherty

OMIS screen will be re-designed and the medical scheduling component will be expanded to include all offender appointment scheduling.

An employee services application will be coming online. The application will contain a basic employee profile, supervisory notes, and performance evaluations. A working group will need to be formed to work out the details.

Internet access for offenders relative to GED testing has to be consistent in all facilities and well as standardizing the cost for the access.

The E-Rim project will be resurrected and all documents have been transferred off of FileNet.

Gayle Lambert

Two key staff, Bill Dabney, agriculture director, and Johnal Holst, industries director will retire this fall. This will be a huge loss of institutional knowledge for MCE.

The downtown hobby store will expand into three buildings and offender crafts from all facilities will be showcased.

Offenders at MSP and MCE filled over three thousand sandbags in one afternoon to help with potential flooding in NW Montana.

Ms. Lambert stated TSCTC laundry will be done through the MCE to ensure health regulations are met.

Myrna Omholt-Mason

Questions regarding visitor parking are still an issue. She will clarify with the Helena Parking Commission the day parking permits. The price of parking in the Jackson street ramp will also be researched.

Bob Anez

Mr. Anez asked team members to keep him informed of positive media events (i.e. sandbags) and that a TV station will be doing a news story on the hobby store expansion.

A Missoula station will be doing a story of sex offenders and this will be a good opportunity to show the management dilemma this population has created for the department.

Six new district judges have been sent copies of the department's DVD as well as other informational material. Mr. Anez will extend an invitation to the judges inviting them to tour any of the department's facilities.

Two new areas on the department's intranet site have been created: News Front and Extra will be links used by staff to keep informed on current developments affecting the department.

Curt Swenson

Mr. Swenson asked the central office team members to talk with their respective staffs regarding using their personal cell phones to place calls while at their workstations. Staff can step into open conference rooms to keep the distraction at a minimum.

E-Learning is being expanded. Staff can do online learning and there are several courses on the training bureau's link. Some of the courses have a fee and prior to the staff taking the course, their supervisor will have to approve of the charge. The training bureau also has a NIC link on their web page. The NIC learning link has courses that are free of charge and geared toward correction specific topics.

Work Comp webinars addressing workplace safety will be scheduled beginning in July. The goal is to have all DOC staff take the two hour training.

Montana will host a training seminar, "Women in Corrections" this summer. North Dakota and Wyoming will send delegates. Staffing analysis training will also be conducted. At present, the department has two certified staff in staffing methodology and the training will expand the pool.

**Public comment :** None

**MAY 4, 2011 -**

Team members present: Mike Ferriter, Mike Mahoney, Rhonda Schaffer, Diana Koch, Jo Acton, Bob Anez, Cindy McKenzie, John Daugherty, Pam Bunke, and Cathy Redfern

Team members absent: Gayle Lambert and Steve Barry

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**Continuation of Administrator's reports**

Rhonda Schaffer

Ms. Schaffer stressed the importance of managing contracts and the critical need to have the information input on time. The department's internal goal is to have 100% compliance.

There are going to be changes in the payroll system regarding inputting of time and approval of timesheets by supervisors. DofA has been testing the system and not all the bugs have been worked out - the target roll-out date of June 1st may be unrealistic at this point.

A meeting with the IRS will take place in early June to discuss inmate tax fraud. Inmates inflate or make up false wages and tax withholding to receive money they aren't entitled to. A detailed MOU will be needed that outlines the responsibilities of the department.

Pam Bunke

ACCD will be renegotiating contracts with the private providers. Procedure manuals are being drafted for all facilities. Great Falls prerelease might be interested in the "special needs" beds.

Ms. Bunke attended a National Institutions of Corrections meeting and shared what other states are facing regarding the economy of their respective states and the effects on nationwide corrections' departments. Long story short, Montana is very fortunate.

Ms. Bunke talked about the importance of using the risk/needs assessment tool. The tool will be standardized for all P&P officers to use the same tool. Case management and the risk/needs assessment need to be completed when the pre-sentence investigation is done.

Health services for military veteran offenders were discussed. Cathy Redfern volunteered to check with Fort Harrison. Another option could be the new veterans' home that will be built in Butte.

An analysis sheet showing the 80/20 average daily population by gender was discussed. The total community correction division ADP (Alternatives, prereleases and P&P) is 10,440 or 80.3%, males are 8,113 or 77.4% and females are 2,329 or 92.5%.

### **Budget update/policy discussion/FTE reduction/monitoring**

#### **Rhonda Schaffer and Kara Sperle**

A 2013 biennium reduction worksheet was given to the team reflecting a shortfall of \$21.5 million dollars for the biennium. The document listed each division's shortfall, the projected amount within each division that could be mitigated (\$7.4 million) and \$14.1 million still left to reduce. Team members are to work with their respective budget analyst to develop a mitigation strategy addressing the \$14.1 million shortfall. The department overall, will see a reduction of 27 FTE's. Secure facilities will be exempt from the 4% vacancy savings mandate. Reduction in Force packets will be given to affected employees. The effective date of the budget will be July 1st. All team members will sign off on the document and be held accountable for implementation. The working document will be shared with the Governor's budget office.

#### **Rhonda Schaffer**

Discussion of DOC policy 1.3.52 Personal Workplace Relationships was based on the legislative auditor's findings in the 2010 departmental audit. The team has to review the policy, and send recommendations within one week to the policy unit. The policy will be discussed at a future roundtable as a corrective action plan has to be submitted by June 30, 2011.

A working group comprised of Bob Anez (chairman), Mike Ferriter, Cindy McKenzie, John Daugherty, Pam Bunke, and Diana Koch will review DOC policy 1.1.1 Purpose, Mission, and Management Philosophy and bring to the next Management Team meeting a rewrite of the policy. The goal is to better define Management Team's role, responsibilities, and accountability.

The compliance monitor bureau chief position has been eliminated due to budget reductions. Program and contract monitoring staff are working on rewriting the compliance monitoring tools. Elkhorn is in the final stages of contract compliance, Nexus and MWP will be met with to discuss their respective corrective action plans, and the first part of May letters to the prerelease directors will be sent to rescind compliance monitoring.

The team agreed for Ms. Schaffer to move forward with procurement of information to bid regarding having the Galusha accounting firm do a internal control risk assessment of the department. Documentation of areas that have been already surveyed will be incorporated into the compliance monitoring tool.

### **Workforce planning/policy**

#### **Ken McElroy**

Workforce planning should be geared to include hiring through when the employee retires from the department. The five key areas of workforce planning are: recruitment, selection, on boarding, employee development, and succession planning. Having supervisors

take the time to get feedback from new employees is critical. The Human Resources bureau will start working on drafting standardized employee evaluation templates.

Lateral transfers of staff between divisions can be done if both divisions agree. Ultimately the position will have to be posted and open to the competitive process.

Mr. McElroy will compile information regarding the RIF (reduction in force) process and requirements. The information will be presented at the May 17th roundtable meeting.

DOC policy 1.3.41 Employee Dress, Uniform and Hygiene was discuss. The consensus of the team was to leave the policy as written.

After review of DOC policy 1.3.29 On-Call Status for Exempt and Nonexempt Employees team members agreed that further discussion will be needed to resolve problem areas in the policy.

### **CON web site**

Bob Anez

The current practice of the department is to leave offenders on the site unless the sentence is deferred. The team agreed if an offender dies, then their name will be removed. The team could not reach a consensus regarding a time frame if offenders should be taken off the site after completion of sentence and/or probation or if they should be removed at all. Ms. Koch stated any changes regarding this issue will require a policy. If names are removed, the DOC site will not be the same as the Montana Interactive site. Mr. Daugherty said he would ask the statistics bureau to research how other states manage their online offender search sites.

### **Contract monitoring**

Gary Willems

Mr. Willems talked about the department's overall efforts regarding timely reporting on contract information. As stated earlier by Ms. Schaffer, the internal goal is to reach 100% compliance in this area. In the third quarter of 2011 the number of reports received on time was 94.40% compared to 88.70% in the second quarter. The department will realize a yearly savings of \$10k by terminating cell phone contracts that have shown usage of 20 minutes or less per month.

Memorandums of Understanding are required, per policy, to be routed through the contract bureau for logging, tracking, and reporting. MOU's and contracts are different therefore different protocols are required to be in compliance with the Legislative Auditor's findings.

**Public comment:** None

### **Next meeting**

September 21 1:00 pm until 5:00 pm

September 22 8:30 a.m. until 4:00 pm

Place: To be determined